



LOS ANGELES COUNTY COMMISSION ON HIV

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While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

OPERATIONS COMMITTEE MEETING MINUTES July 16, 2009

Approved
9/17/2009

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/ CONSULTANTS
Mike Johnson, <i>Co-Chair</i>	Nettie DeAugustine, <i>Co-Chair</i>	Michael Johnson	None	Jane Nachazel
Sergio Aviña		Kathy Watt		Craig Vincent-Jones
Carla Bailey				Nicole Werner
Michael Green				
Dean Page				
Robert Sotomayor				

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Agenda, 7/16/2009
- 2) **Minutes:** Operations Committee Meeting Minutes, 6/18/2009
- 3) **Roster:** Los Angeles County Commission on HIV, 7/15/2009
- 4) **Commissioner Application:** Anthony Braswell, 10/18/2008
- 5) **Memorandum:** Nomination for Appointment to County Commission, 4/26/2007
- 6) **Table:** Los Angeles County Commission on HIV, Seat Distribution, *ongoing*
- 7) **Memorandum:** Joint Priorities and Planning (P&P)/Operations Committee Meeting on Procurement/Solicitation Process Reform, 7/16/2009
- 8) **Flyer:** Service Planning Area (SPA 5) Meet the Grantee: Office of AIDS Programs and Policy (OAPP) Round Table, *ongoing*
- 9) **Flyer:** Junta Para el Consumidor Area de la Planificacion de los Servicios (SPA 5) Encuentro con el donador: La Oficina de Programas y Polisas del Sida Mesa Redonda, *ongoing*
- 10) **Plan:** Committee's Year 17 Implementation Plan, 4/16/2007

1. **CALL TO ORDER:** Mr. Johnson called the meeting to order at 12:55 pm.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the June 18, 2009 Operations Committee meeting minutes (*Passed by Consensus*).
4. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
5. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
6. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
7. **CO-CHAIRS' REPORT:**
 - Mr. Vincent-Jones announced that Karen Peterson will be assigned to the Operations Committee.
 - The Co-chairs recommended cancelling the August meeting unless one is needed to address urgent business.

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8. OPEN NOMINATIONS PROCESS:

- There were two vacancies announced: Marcos Aviles, Consumer SPA 1 Alternate, Anthony Bongiorno Consumer SPA 5.
MOTION #3: (Johnson/Page): Move Everett Alexander to the Consumer SPA 5 seat and forward to the Commission for approval and submission to the Board of Supervisors for appointment (*Passed by Consensus*).
MOTION #4: (Johnson/Page): Re-nominate Anthony Braswell to the Board Office District 3 seat and forward to the Commission for approval and submission to the Board of Supervisors for appointment (*Passed by Consensus*).

9. PROCUREMENT/SOLICITATION PROCESS REFORM:

- Mr. Vincent-Jones noted that while HRSA prohibits planning councils from participating in the procurement, the planning council has the right to expect its allocations and directives to be implemented in a timely fashion. In its advisory role to the Board of Supervisors, the Commission can discuss ways of improving the County procurement process, which has delayed service implementation, without involving itself in the details of specific procurement activities.
- The planning council ensures allocation disbursement and implementation verified by the Assessment of the Administrative Mechanism. Services procured through contract extensions limit the Commission's response to changes in the epidemic.
- As previously discussed, a Joint Operations/Priorities and Planning (P&P) Committee meeting was scheduled following the Operations Committee meeting to address the committees' mutual concern regarding the length of time needed to implement allocated services.

10. ASSESSMENT OF THE ADMINISTRATIVE MECHANISM: The work has not been put out for bid.

11. CONSUMER CAUCUS: The SPA 5 "Meet the Grantee" is scheduled for August 6, 2009 from 5:30 to 9:00 pm at the Ken Edwards Center in Santa Monica. English and Spanish flyers were available for distribution.

12. TASK FORCES:

A. Latino Task Force:

- ➡ Schedule conference call with Mr. Aviña and Victor Martinez, Latino Task Force Co-Chairs, and Mr. Vincent-Jones to discuss developing a Latino/HIV report and forming a Latino Consumer Caucus.

B. Joint Commission on HIV/Prevention Planning Committee (PPC) Integrated Task Force:

- Mr. Aviña reported there was concern from the PPC Co-Chairs about the balance of prevention/care and treatment membership on the Task Force. They expressed interest in having Commission members be included who have prevention background.
- Mr. Vincent-Jones noted it has been agreed each body would select its own representatives with no preconditions. The representatives from the Commission include: Mr. Aviña, Mr. Johnson and Ms. Watt. He added that two of those Task Force members had extensive experience on the PPC.
- Three topics were also selected: 1) develop prevention side of continuum of care; 2) develop integrated comprehensive care/prevention plan, proposed by Mr. Vincent-Jones; and 3) a minimum of one merged Commission/PPC meeting annually.
- ➡ Follow-up with the PPC co-chairs to identify their choices for Task Force members.

13. COMPREHENSIVE TRAINING: There was no report.

14. COMMUNITY RELATIONS: The item was postponed.

15. COMMITTEE ACTIVITIES:

- Mr. Vincent-Jones presented the Committee's Year 17 Implementation Plan for review and update. He will update dates. The Committee agreed to revisions as noted below:

COMMITTEE'S YEAR 17 IMPLEMENTATION PLAN – OPERATIONS			
B. Comprehensive Training	O	Full inventory and plan (ED, MAPP goal); Work Group created training matrix for commissioners, consumers, providers; ED will obtain OAPP input; next steps are resource inventory and gaps analysis	6/2010
C.1.c. Commissioner/Alternate Mentoring	O	ED developing key word glossary	Ongoing
C.1.c. Commissioner/	D	Develop packet of reference materials including list of ten commissioners	Ongoing

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Alternate Mentoring		available to answer questions	
C.1.c. Commissioner/ Alternate Mentoring	D	Develop Commission Handbook (ED, MAPP goal)	6/2010
C.2. Community Leadership Development	C	Revise Plan as: C.2.a. Leadership Development, C.2.b. Community Outreach, and C.3. Consumer Caucus	9/2009
C.2.b. Community Outreach	O	Plan being developed by staff	9/2009
D.3.a. Membership Recruitment Strategy	O	Increase representation of ethnic minorities and women	Ongoing
D.4.c. Member Performance Assessment	O	Self-assessment added to renewal applications; survey being planned	Ongoing
E. Policies and Procedures	O	Staff work continues	Ongoing
F. Community Relations	O	Integrate with the C.2.b. Community Outreach Plan being developed	Ongoing
F.2.f.3. Policy Briefs	A	Policy Briefs	Ongoing
F.2.h. Community Mobilization	A	ED will develop plan for mobilization	Ongoing

A – add; C – change; D – develop; O – ongoing.

16. **POLICIES AND PROCEDURES:** The item was postponed.

17. **COMMISSION OPERATIONS:** The item was postponed.

18. **ORDINANCE REVISIONS:** The item was postponed.

19. **NEXT STEPS:** The item was postponed.

20. **ANNOUNCEMENTS:** There were no announcements.

21. **ADJOURNMENT:** The meeting was adjourned at 2:00 pm.